

WYNFORD JUNIOR HIGH/HIGH SCHOOL DIRECTORY

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2018-2019 SCHOOL CALENDAR

August 14 and 21	- Teacher Meetings
August 22	- School Begins
*September 3	- Labor Day/No School
October 19	- End of the first nine weeks
October 25	- Evening Parent Teacher Conferences
October 29	- Evening Parent Teacher Conferences
November 6	- Teacher in-service/No school
November 20	- 2 Hour Early Release
*November 21, 22, and 23	- Thanksgiving Vacation/No School
December 20	- 2 Hour Early Release
*December 21 – Jan. 2	- Christmas Vacation/No School
January 11	- End of second nine weeks
*January 21	- No school for MLK Day
February 14	- Evening Parent Teacher Conference
*February 15	- Teacher In-Service/No School
*February 18	- President’s Day/No School
February 20	- Evening Parent Teacher Conference
March 22	- End of third grading period
April 17	- 2 Hour Early Release
*April 18-23	- Spring break/No School
May 24	- Students final day/2 Hour Early Release
May 25	- Graduation
May 28	- Teacher Work Day

***Denotes classes not in session for students.**

DEFINITIONS

SUSPENSION: The exclusion of a student from school and/or school activities by the building administration or the superintendent for violation of the Student Code of Conduct contained herein. No suspensions shall exceed ten (10) school days. No student while on suspension shall be on Wynford School property or at school activities without prior administrative approval.

EXPULSION: The exclusion of the student from school and/or school activities by the superintendent for violation, or repeated violations, of the

Student Code of Conduct contained herein. Students who are expelled will lose credit for the time which they have been expelled. No student while under expulsion shall be on Wynford School property or at school activities without prior administrative approval.

THE STUDENT CODE OF CONDUCT: Is in effect for all school and school-related activities including school authorized transportation, clubs and organizations, athletics, etc. Students age 18 and older are not exempt from any school rules and regulation.

EXAMPLES: The examples used in this code are not intended to be all-inclusive in defining violations.

COURT REFERRAL: Students may be filed into court for chronic misbehavior, poor attendance patterns, or violations of the law when properly under the authority of school personnel.

DETENTION: Students may be required to be in school outside the regular school day with the notification of parents.

SPECIAL ASSIGNMENTS: Students may be required to perform reasonable tasks as suited to the disciplinary infraction.

BUSING: Students who violate the Student Code of Conduct on the bus or bus stops may be denied busing privileges.

WITHHOLDING OF PRIVILEGES: Special privileges such as library, hall pass, or other privileges may be withheld.

EMERGENCY REMOVAL: The removal of a student from curricular or extra-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or an ongoing threat of disrupting the academic process.

DISCLAIMER

SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO INSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE AND EFFECTIVE OPERATION OF THE SCHOOL. NOT ALL RULES OF BEHAVIOR

*CAN BE WRITTEN AND INSERTED IN A HANDBOOK, HOWEVER,
WE EXPECT STUDENTS TO FOLLOW REASONABLE RULES AND
NOT VIOLATE THE RIGHTS OF OTHERS.*

STUDENT BEHAVIOR CODE

The following list of prohibitive behavior and possible resulting disciplinary actions are not meant to be an exhaustive list. The administration must have the latitude to handle any situation that may be considered a disruption to the educational environment of Wynford High School.

The following behaviors are prohibited in school ,at school sponsored events, bus stops, etc.	Violation of the Code may bring the following disciplinary actions fitting the offense.
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Insubordination, refusal to obey a request of a staff member or disrespect shown to a staff member.	Detention, suspension, expulsion, etc.
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Swearing, obscene gestures: 1. In class or halls 2. At teacher or staff member	Detention, suspension, expulsion, etc.
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Bus misbehavior	Warning, detention, suspension of bus privileges/school suspension.
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Leaving school or class without permission, skipping class	Detention, internal suspension or external suspension
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Forging passes, signatures, misuse of passes	Detention, internal suspension or external suspension
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Cheating/plagiarism	Failure (Zero for recorded grade) in tests or lesson involved for all parties, possible failure for the course involved and/or removal from the course.
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Use of electronic devices such as, cell phones, I-pods, laser pointers are not permitted	Detention, confiscation of equipment, suspension
Use or possession of “Fidget Spinners” or similar items	Detention, confiscation of equipment, suspension
Writing obscenity	Detention, internal suspension, external suspension
Tardiness (not in assigned seat when tardy bell rings)	Detention, suspension
Excessive absenteeism	Truancy HB 410 meeting, Juvenile Court,
Truancy	Truancy HB 410 meeting, Internal suspension (time doubled), juvenile court, failure, expulsion
Possession of tobacco or any substance purporting to be	Internal suspension, external suspension, expulsion
Gambling for money or valuables in any form on school grounds, school hours, or school related activities	Detention, confiscation of bets and gambling materials
Reckless operation of motor vehicles on school property or at school events. Failure to follow parking lot rules	Warning, detention, denial of driving of driving privileges, court charges filed.
Use or possession of fireworks, smoke bombs, lighters, matches, “snaps,” etc. in or on school grounds	Detention(s), internal or external suspension, expulsion

Unauthorized sales, or distribution of any object, item or substance in or on school property (without consent of administration)	Warning, confiscation, detention, suspension
Fighting, hitting, unauthorized touching, or disruptive behavior with student(s) or staff member(s)	Warning, detention, internal suspension, or external suspension, expulsion, referral to police department.
Public display of affection	Warning, detention, or suspension
Sexual Harassment	Suspension, expulsion, referral to legal authorities
Vandalism (destruction of school property, defacing of school property, etc.)	Work assigned, cost of repair or replacement, suspension, expulsion, referral to police
Stealing, or unauthorized possession	Detention, internal or external, suspension, expulsion, referral to police department
Disruption of school or school related activities (including false alarms)	Suspension, expulsion, referral to police
Possession of alcohol, drugs, counterfeit drugs, paraphernalia or substances purporting to be, inhalants, "vape" of any kind and over the counter drugs/medication at school or events	Emergency removal denial of activities suspension, expulsion.
All food must be consumed in the cafeteria unless prior approval from the administration	Warning, detention or suspension

Bullying, Verbal or physical harassment of a student or staff member, threatening of student or staff member at school or a school event will not be tolerated. Wynford Schools will have a “ZERO TOLERANCE” for such behavior.

Detention, internal suspension, external suspension, expulsion, referral to police.

Possession, handling, transmitting, or concealing of any instrument which could be classified as a weapon or any object indistinguishable from a weapon which could cause physical harm to any person

Emergency removal, suspension, expulsion, referral to police

Continued disciplinary problems and violation of Code where other measures have failed

Referral to Juvenile Court, expulsion from school

Students must not loiter in the restrooms. They are to use the restroom for the purpose intended and leave immediately thereafter.

Detention, suspension

No student shall use hazing, which means doing any act or coercing another including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person

Detention, suspension, referral to police

Unauthorized usage of Cell Phone

Parent required to pick up phone, detention, Violation of AUP loss of phone privileges

HABITUAL OFFENDER POLICY

A student may be assigned to internal or external suspension twice in any one school year. This is left up to the discretion of the administration.

1st Offense: Number of days as described in behavior code or, when applicable, at administrator's discretion.

2nd Offense: Number of days as described in behavior code or, when applicable, at administrator's discretion.

3rd Offense: Multiple offenses may result in expulsion.

Prohibited Behavior: Five separate infractions that warrant administrative detentions may result in internal suspension or external suspension.

ANTI-HAZING POLICY

It is a policy of the Wynford Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by the policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

SUSPENSION PROCEDURE

The term “suspension” means the removal of a student from the school premises and/or classroom and all related school activities for a period of time in excess of one (1) school day and up to ten (10) days.

1. Only the principals or superintendent may suspend.
2. Suspensions will not exceed ten (10) days.
3. The superintendent or principal will give written notice of the intention to suspend and the reasons why to the student.
4. The pupil will have the right to appear at an informal hearing before the principal, superintendent, or his designee and has the right to explain his actions. The hearing may take place immediately.
5. If the student wishes to appeal a decision to suspend, he must present his intention in writing within two (2) school days to the superintendent. The superintendent will set the time for the hearing.
6. An appeal student has the right to be represented at the appeal hearing.
7. A verbatim record may be kept at an appeal hearing before the superintendent.
8. The student will be notified within five (5) school days of the decision of the Superintendent to affirm, vacate, or modify the disciplinary action.
9. The student may appeal the decision of the superintendent at a public meeting of the Board of Education. Written notice must be given within two (2) school days to the treasurer who will set the time of the hearing with the Board of Education.
A verbatim record is required at an appeal hearing before the Board of Education. The Board of Education determines the procedure for the hearing.
10. The pupil, parent, guardian, or custodial parent, may request that the appeal hearing be held in executive session.
11. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in public session of the Board.

12. The decision of the Board, or their designee, may be appealed to the Crawford County Court of Common Pleas.

EXPULSION PROCEDURE

The term expulsion means the exclusion of a student from all school attendance and related activities for a period of 80 days as a maximum. If, however, the expulsion is for possession of a weapon(s) at school or school related activities or for inflicting serious physical harm to person(s) or property, then the expulsion may be for up to one calendar year.

1. Only the superintendent may expel.
2. The superintendent must give the pupil and his parents or Guardian written notice of the intended expulsion. The notice will include:
 - a. reason(s) for the intended expulsion.
 - b. the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.
 - c. the pupil or parent or representative has the opportunity to appear on request before the superintendent, or his designee, to challenge his action or to otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.
3. Within one (1) school day of the expulsion, the superintendent will notify the parent, guardian, or custodian of the pupil, and treasurer of the Board of the action to expel.
4. This notice must include:
 - a. The reason(s) for the expulsion.
 - b. The right of the pupil, parent, or custodian to appeal to the Board of Education.

The right to be represented at the appeal.

The right to request the hearing to be held in executive session.

- A student, parent, or custodian of the student requesting an appeal should do so in writing within two (2) school days hours to the treasurer of the Board.
- At an appeal hearing:
 - a. A verbatim record is required.
 - b. The procedure will be set by the Wynford Board of Education.
 - c. Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in public session.

- The decision of the Board is further appealable to the Crawford County Court of Common Pleas.

EMERGENCY REMOVAL PROCEDURE

When a student poses a continuing danger to persons, property, or an ongoing threat of disrupting the academic process, then:

- The superintendent or principals may remove the student from the premises whether it be a curricular or extra-curricular activity.
- A teacher may remove the student from curricular or extra-curricular activities under his/her supervision, but not from the premises. The teacher must submit his/her reasons in writing to the principal as soon as possible.
- A due process hearing must be held within seventy-two (72) hours after removal is ordered:
 - a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.

The student must have the opportunity to appear at an informal hearing before the principal, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.

The person who ordered or requested the removal must be at the hearing. If there is a decision to suspend, the parent, guardian, or custodian of the pupil and the treasurer of the Board must be notified of the suspension. This notice should include:

- The reason(s) for the suspension
- The right of the pupil, parent, or custodian to appeal to the superintendent
The right of the student to be represented at the appeal
- The right to request the hearing on appeal be held in executive session
- The principal or superintendent may reinstate a pupil prior to the hearing for emergency removal. The teacher may request written reasons for the reinstatement. The teacher cannot refuse to reinstate.

THURSDAY SCHOOL - GRADES 7-12

Thursday school is assigned by the teacher and confirmed by administration for the following reasons:

1. 3 or more missing assignments for one subject area prior to the designated Thursday School dates

2. 3rd assigned detention by the teacher or administration
3. Office referral after 3 redirects/prompts given to the student to correct behavior.

GUIDELINES:

When a student is assigned a Thursday School by an administrator, he/she will spend the assigned time in a designated area under a strict set of rules administered by an available certified personnel. This disciplinary option is at the discretion of the building administrator and will be arranged with notification given to the parents in advance of when the time is to be served. Some of the established guidelines include:

- Students will serve a period of 3 hours in a specific designated area 3:00pm - 6:00 pm - students are expected to meet in the media center prior to the end of the school day
- Students need to bring three hours of study/reading materials
- Failure to serve will result in additional Thursday Schools assigned - after 2 consecutive misses - Out of School Suspension
- If the student is absent or school is cancelled, the Thursday School will be rescheduled to the next Thursday school
- Students will follow all rules that are given at the beginning of Thursday School
- A Thursday School will be assigned by Tuesday of the week served - anything after Tuesday will be served the following Thursday
- No Thursday School will be served at any other time unless approved by the administration
- All Student Handbook Rules will be followed and enforced at the discretion of administration - if student does not follow policy parent will be contacted immediately to pick up their child and potential OSS
- At this point in time establish Thursday School twice a month using the 1st and 3rd Thursday as the guide

DRUG AND ALCOHOL ABUSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Wynford Local Schools students is a serious concern, a program of

deterrence has been instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. To encourage students who use drugs to participate in drug treatment programs; and
4. Prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Wynford Local Schools.

INFORMED CONSENT FOR TESTING

At the beginning of a student's school career, students and parent/guardian/custodian will complete and sign the Wynford Local Schools Code of Conduct and Expectations Informed Consent Agreement. No student may participate in identified extra-curricular activities and/or receive a parking permit until this form is properly executed and on file with the school. This consent form shall remain in effect for the student's entire Junior High/High School career unless they choose to formally opt out in writing.

Students who test positive for alcohol/drug use will be required to complete three additional rounds of follow-up testing to ensure that no further drug use has taken place.

POSITIVE TEST PROTOCOL

Students who test positive for alcohol/drug use will be suspended from all identified extra-curricular activities and driving privileges for two weeks. Students may earn back these privileges by completing the Prime for Life program through the local ADAMH board. Refusal to participate in the program will result in further denial of these privileges.

Subsequent positive test results indicating continued usage will result in a 4 week suspension of privileges. Students will be required an additional assessment through a certified chemical dependency counselor. Upon

successful completion of the counselor's recommendations, students may return to participation.

Any further positive test results will result in the student losing these privileges for the remainder of their school career.

ACTIVITIES AFTER SCHOOL HOURS

Students are not permitted to hold meetings for committees, organizations, or remain after school hours unless they are under the direct supervision of a responsible teacher or adult supervisor approved by the office.

Students who accept positions of responsibility on teams, band, Royal Singers, or other organizations of the school are expected to assume responsibility of attending and participating in such groups regularly.

In event of illness which would prevent the student from participating or performing, he or she is expected to notify the advisor, coach, or leader of the activity.

EMERGENCY MEDICAL AUTHORIZATION FORMS

In accordance with state legislation, Emergency Medical Authorization forms are being dispersed to all students at the time class schedules are distributed in late summer. These forms are to be taken home, filled out by parents, and returned to homeroom teachers. The purpose of the form is to provide legal release for the medical treatment of students who become ill or injured while under school authority after a reasonable attempt to contact parents has failed. Information is also listed to show a quick reference to needed medical information. It is important that these forms be filled out accurately.

PRESCRIPTION MEDICATION AT SCHOOL

All students taking prescription medication at school must follow regulations as stated in Ohio Revised Code. A physician's request for the administration of medication by school personnel must be completed prior to the student using the medication at school. No student is permitted to take prescription medication on their own. The medication must be dispensed from the high school or junior high school office. All medication must be stored in the office with a copy of the prescription. A

parent/physician's request form is available on the Wynford website or the school office.

STUDENT RECORDS

Review of student records:

1. A student of age 18 or older or the parent(s) or guardian(s) will have access to the student's records under administrative supervision during those times the school is normally in session, unless arrangements for another time have been made in writing. The student of 18 or older or parent(s) or guardian(s) have the unique right to inspect the academic record and are entitled to an explanation of any information recorded on the record. Examination of the record will be permitted under conditions which will prevent its alterations or mutilation.
2. If the student age 18 or older or parent(s) or guardian(s) are in disagreement with the data on a student's record, they may challenge the information by presenting a written statement to the superintendent, with a copy of the concern or disagreement. Within 10 working days, the parent(s) will receive a written reply and/or personal conference. If the parent(s) or guardian(s) disagree with the decision rendered by the superintendent, they may petition the Board for a hearing. If still not satisfied, they may prepare a statement to be placed in the personal file.
3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. Such use will be limited to specific needs for providing the student with educational and welfare service.

Release of student records:

According to Federal Law (20 USC Sect. 1232g, commonly known as the Buckley Amendment) consent is **NOT** required in order for you to transfer these records. According to the Code of Federal Regulations (34 CFR 99.32a), such records are subject to disclosure to officials of another **SCHOOL** or **SCHOOL SYSTEM** in which the student seeks or intends to enroll without the necessity of parental consent.

PROTECTION OF PUPIL RIGHTS/RECORDS

“Sec. 439.

- a) All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.
- b) No student shall be required as part of any applicable program to submit to a survey, analysis, or evaluation that reveals information concerning –
 - 1) Political affiliations;
 - 2) Mental and psychological problems potentially embarrassing to the student or his family;
 - 3) Sexual behavior and attitudes;
 - 4) Illegal, anti-social, self-incriminating and demeaning behavior;
 - 5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - 6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - 7) Income (other than that required by law to determine eligibility for participation in a program or receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
- c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.
- d) **ENFORCEMENT**—The administration shall take such action as the administration determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that—
 - 1) There has been a failure to comply with such sections: and
 - 2) Compliance with such section cannot be secured by voluntary means.
- e) **OFFICE AND REVIEW BOARD**—The administration shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section.”

WYNFORD ACADEMIC POLICIES

Incomplete – Students must make up incomplete work within two weeks of the recording of an incomplete grade on the report card unless prior arrangements have been made with his/her teacher(s). After this time period has expired, the incomplete grade may be changed to a failing mark unless prior arrangements are made with teachers and/or principal. to make-up incomplete work at a later time. Students who simply refuse to make-up incomplete work may not be granted credit for course work. Example: If a student refuses to take a semester exam, he/she may not receive credit for this course.

Make-Up Credits/Summer School - Students who fail classes and/or credits at the high school level will be permitted to make-up a maximum of two full credits through the completion of summer school programs and/or correspondence course work approved by the administration. This course make-up is meant for remediation purposes. All other credit make-up must be done through repetition of failed course work at Wynford High School or its affiliates. Exceptions to this rule can only be made with the prior approval of the administration.

Gifted Identification Policies- Wynford Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

Superior Cognitive Ability	Specific Academic Ability
Creative Thinking Ability	Visual or Performing Arts

If you think your child would qualify for one of these programs, ask your school's counselor for the Gifted Identification Packet or talk to the Building Principal or Gifted Intervention Specialist.

PLAGIARISM

Plagiarism is a serious academic offense and students are responsible for educating themselves about it. Plagiarism is defined as representing as one's own in any academic exercise the words or ideas of another.

This includes but is not limited to:

- Quoting or paraphrasing without proper citations either in text or on a works cited page. *Note: If the idea, not just the wording of*

the idea, is borrowed, it must be cited.

- Using a past or current student's work as one's own.
- Cutting and pasting paragraphs from different websites.
- Handing in a paper from the internet.

Disciplinary actions:

The student will receive a zero for the entire assignment or portions of the assignment (according to the teacher's discretion that were plagiarized).

Repeated infractions may involve failure of or removal from the course.

All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enable the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless the instructor gives explicit permission for this to happen.

Turnitin.com

Wynford HS and JH chooses to use Turnitin.com to check all students' assigned written work IE: English, Social Studies, Science, etc. papers for authenticity. This means that student must use the electronic program for submission of their work to be graded.

CHEATING

Academic integrity is at the core of a Junior High and High School. That integrity must be held to high standards to ensure accurate academic records for all students. Students, who copy work from one another student, allow student(s) to copy their work, possess a "crib" and or cheat sheet, usage of an electronic device(s) to gain and academic advantage, etcetera are considered cheating. If a student is found in violation of cheating they will receive a zero "0" for the assignment, quiz, test, lesson, etc. The second violation the student may result in potential failure for the course and or removal from the course.

AVERAGES

At the beginning of each course, the teacher will distribute to each of his/her students a written synopsis of how grades are determined. These written grading procedures will be approved by the administration prior to their disbursement and may include conduct/effort as a necessary

factor of determining grades. Each teacher must reserve the right to determine these grades due to the diverse curriculum that exists at Wynford High School.

GRADING

Grades are based upon the percentage system as interpreted and administered by individual teachers.

HOMEWORK POLICY

Homework is used to reinforce concepts that have been taught in class. You have until the test/quiz on that section to turn in late homework for reduced credit. After the test/quiz for that particular work, late work will not be accepted and homework will be marked as missing and no credit given. (Policy can be mitigated only by the Teacher and Administration due to unforeseen circumstances).

A	100-92	4.00 quality points
B	91-83	3.00 quality points
C	82-74	2.00 quality points
D	73-65	1.00 quality points
F	64-0	Failing 0 quality pts.
U	64-0	Failing based on Attendance 0 quality pts.
S		Passes on effort 0 quality pts.
I		Incomplete – Two weeks to finish grade or may result in an F.

The academic year is divided into 4 nine-week periods and a grade is given at the conclusion of each nine-week grading period. In addition, an exam will be given and a grade received at the conclusion of each semester.

Students will generally receive their grade sheets on the Friday following the conclusion of each nine-week grading period. These grade sheets, which are issued to students by their eighth period teachers, are taken home for parental examination. The grade sheets need not be returned to the subject teachers.

Semester averages are calculated by doubling each nine weeks grade, adding in the semester exam and dividing by five. However, any student

who fails two of the three possible grades for each semester (two quarter grades and one exam) will automatically fail the semester. All students in grades 8-12 must pass the second semester to pass a year-long course and receive credit. The only exception to this policy can be made by the principal. Seventh grade students are exempt from this requirement.

It should be noted that a student who receives three unexcused tardies to a class during a particular grading period, shall be listed as having one unexcused absence.

SEMESTER AND FINAL EXAM POLICY

1. All exams will be completed during the scheduled exam time. All students are required to come to school during the scheduled exam times.
2. Exams will be given for semester classes as well as year long classes.
3. In order to preserve a quiet and focused atmosphere, students are not permitted to leave the room during the scheduled exam time. (90 minutes)
4. Students should not be in the halls during exams . Once students arrive late they must remain in the cafeteria until prompted to go to their scheduled exam.
5. **Absences must be excused for makeup privileges to be granted.** High school as well as junior high administration will verify absence excuses. Unexcused absence will result in a **ZERO** for the scheduled exam missed.
6. Tardiness during exams follows the same rules as tardiness to school. Students can take the exam once they enter the room and allotted the time based on the scheduled time.
7. In the event of a family emergency, the student is responsible to reschedule the exam with a one on one meeting with school administration, written documentation allowing early/late exam, as well as signed teacher approval / parent approval for the scheduled exams. Failure to follow these procedures will result in a **ZERO**. (Please consult Administration)
8. You can leave school early if all scheduled exams have been completed for the day and the Exam Exemption Form has been filled out properly.
9. Grades 7-9 Exam Exemption Policy: State assessment results from academic year 2017-2018 determines exemptions
 - Score of 5 = Exempted from Midterm, Final and one personal day

in which dates are determined by administration. Exemption only takes place with an attendance of 3 or less days of absences per semester and quarter grades of all A's in the content area of the state assessment.

- Score of 4 = Exempted from Midterm and Final. Exemption only takes place with an attendance of 3 or less days of absences per semester, and quarter grades of A's and B's in the content area of the state assessment.
- Score of 3 = Exempted from the Midterm. Exemption only takes place with an attendance of 3 or less days of absences per semester, and quarter grades of C's or better in the content area of the state assessment.

9. Tentative dates for exams:

- 2018-19 Midterms – December 19th and 20th
- 2018-19 Finals – May 23rd – 24th

HONOR ROLL/MERIT ROLL

At the conclusion of every grading period, Honor Roll/Merit Roll is compiled for release to the local newspaper.

Honor Roll Qualifications:

- 1) No grade below "C" was received in any subject for that grading period.
- 2) A minimum grade-point average of 3.500.

Merit Roll Qualifications:

- 1) No grade below "C" was received in any subject for that grading period.
- 2) A minimum grade-point average of 3.000.

The general formula for computing your grade-point average for purposes of Honor Roll/Merit Roll is to divide the total quality points by the total credits. Since the particulars of this procedure can become rather involved, they will be omitted here. The Guidance Dept. will list the honor and merit rolls after each grading period.

CUMULATIVE GRADE POINT AVERAGES

G.P.A.'s are determined at the end of each semester using semester average in much the same way as the honor roll is determined.

CLASS RANK

Class rank will be determined at the end of each semester beginning with any credit bearing classes and will be based upon the cumulative grade point averages. To determine the final class rank of each senior class member, the cumulative grade point average through the credit bearing classes semesters will be rounded to the nearest hundredth. A class Valedictorian and Salutatorian will be determined using this method. **If there are multiple Valedictorians, then there will be no Salutatorian.**

HIGH SCHOOL DROP PROCEDURE

If it is necessary that a yearlong class be dropped, this must happen by the end of the second week of the first grading period. If it is necessary that a semester class be dropped, this must be done by the end of the second week of the grading period of that semester. After this time the student will no longer have the option of dropping the course and must stay in the class for the remainder of the year. Special exceptions may be made by the principal.

PIONEER STUDENTS

Pioneer students that are enrolled at Wynford through Pioneer Career and Technical Center will have ten (10) days to make a schedule change. Once that time has passed the students are not permitted to come back to Wynford and must remain at Pioneer Career and Technical School for the rest of the academic school year. The following school year if a student requests coming back to the home school that said student must make a written request to the Guidance Counselor for review by a panel of school personnel.

CLASS STANDING AND GRADING REQUIREMENTS

Pupils will be promoted and classified in high school under the direction of the principal and such classification will be determined according to the following credit scale.

Freshman	Less than 5 academic credits
Sophomore	5 to 10-3/4 academic credits
Junior	11 to 15-3/4 academic credits
Senior	16 to unlimited academic credits

Courses at Wynford are credited according to state standards and local board policies. For a listing of available courses and individual course credit values, see the “Registration Instructions” which all students were given at the time of their registration.

Students must earn 24 units of credit to graduate. Students must also pass all components of the state mandated testing as prescribed by the State Board of Education. Students who have not met all requirements for the purpose of receiving a diploma of graduation at commencement exercises, will not be permitted to participate in the commencement ceremony. The requirements mentioned are those of Wynford High School, the State of Ohio, and the federal government.

Students must have the following credits to graduate: English (4), Social Studies including Government and Economics (3), Math (4), and (3) credits in Science including 1 credit in Physical Science and one credit of Life Science. At least (½) credit in Health, (½) credit in Physical Education, and (1) credit in a combination of Business/Technology, Fine Arts or Foreign Language and Senior Seminar (1) credit. All other credits may come from elective coursework. High school students who complete two full sports seasons, including cheerleading, swimming, and marching band, are exempt from the Physical Education requirement but still must meet the total credit requirement for graduation.

Junior High Curriculum Requirements

Junior High students who fail more than one required class may be retained. Students who fail one required class will be assigned to the next grade. Exceptions may be made by the principal.

7th Grade

Math
Language Arts
Social Studies
Science
PE
Agriculture
Stem 7
Money & You

8th Grade

Math
Language Arts
Social Studies
Science
PE
Agriculture
Art
Family & Consumer Science

Band/Chorus
Technology
Art

Band/Chorus
Technology
Health
General Music

JUNIOR/SENIOR OPTION TO SELECT A NON-GRADED COURSE

In order to give Junior and Senior students an opportunity to broaden their educational horizons and to encourage them to explore other course offerings without the fear of “grade pressure,” juniors and seniors will be permitted to elect one academic unit on a “pass/no pass” basis. Any non-graded option course will not affect a student’s G.P.A. or class rank. Honors diploma requirements may not be taken pass/no-pass.

Qualifications:

- 1) A required course cannot be selected for this option.
- 2) This choice must be in addition to regularly scheduled classes.
- 3) All P/NP students are required to complete all requirements to pass that regular students must complete.

Procedures:

The decision to take a P/NP course will be made during the fifth week of the first grading period. Once a decision to take a P/NP course is made, it cannot be changed.

- 1) Students will pick up the P/NP application from his/her participating teacher or guidance counselor.
- 2) Secure parental permission.
- 3) Return signed application to the guidance office no later than 2:30 PM on the fifth Friday of the first grading period for that course.

HONORS DIPLOMA

There are six different pathways students may take to earn an Honors Diploma in the State of Ohio. Please visit the Ohio Department of Education’s website to see detailed information about each pathway or contact the school.

To be recognized at graduation with honors of Cum Laude, Magna Cum Laude and Summa Cum Laude a student must have a grade point average of:

- a) 3.00-3.49 for Cum Laude
- b) 3.50-3.99 for Magna Cum Laude
- c) 4.00 + for Summa Cum Laude

BLUE, GRAY, WHITE ROYAL TEAMS

Blue Team Membership requirements:

Three hours of APPROVED community service per quarter (a list of approved community service opportunities will be generated, added to, and posted on the website).

All A's for the grading period, no more than two instances of absences in a grading period (one instance is considered to be consecutive absences, i.e. Monday and Tuesday; in addition, - absences excused specifically by a physician will not count against this two instance total), no suspensions. All teachers must sign for each class. Please note that if you have more than two missing in any given class a teacher will not sign and the student is NOT applicable for any team. **Any form of cheating or plagiarism will automatically disqualify students from any Royalty team.**

- REWARDS:**
- 1. Free admission to the majority of extra-curricular events at Wynford High School
 - 2. Reimbursement for College Board exams. (one reimbursement per school year)
 - 3. Occasionally, some additional free items may be provided.
 - 4. Students on Blue team will have their name in a pool to have a weekly drawing for a prize that is to be determined by the principal. If you are on Blue team you will have your name put into the pool three times for the drawing s throughout the quarter.

Gray Team Membership requirements:

All B's or better for the grading period – remaining requirements follow Blue Team Requirements.

REWARDS: All rewards are the same as Blue Team status except in the area of exam exemptions and student pre-arranged absence days.

- 1. Students on Gray team will have their name in a

pool to have a biweekly drawing for a prize that is to be determined by the principal. If you are on Gray team you will have your name put into the pool two times for the drawings throughout the quarter.

2. Occasionally, some additional free items may be provided.

White Team Membership requirements:

All grades must be C or better for the grading period and all remaining requirements follow the Blue Team Requirements.

REWARDS: All rewards are the same as Blue Team status except in the area of student pre-arranged absence days and reimbursement for College Board exams.

1. Students on Gray team will have their name in a pool to have a biweekly drawing for a prize that is to be determined by the principal. If you are on Gray team you will have your name put into the pool one time for the drawings throughout the quarter.
2. Occasionally, some additional free items may be provided.

In order to qualify for any of the above-mentioned Royal Teams, students must complete an application that is distributed through the school office. This application must be returned to the high school and junior high offices at the publicized time of 2:27 on a TBD date. **Failure to return the signed and completed application ON TIME (generally 2 full weeks to complete) will result in non-admittance into any of the Royal Teams listed above.** Any office detention or more than two instances of absence will result in the student being placed at the next lower Royal Team level. More than four instances of absenteeism will remove the student from all Royalty Teams .

ONLINE POLICY

Unless deemed a “Special Needs” situation by the building administrator or superintendent, any student receiving a diploma from Wynford Local Schools must complete fifty percent (50%) of High School classes in a traditional “in house” classes.

In order to be considered a student at Wynford a student must carry five (5) credits per semester.

The following courses must be completed “in house”:

- 1) Senior Seminar
- 2) Government
- 3) Jr. English
- 4) Sr. English
- 5) Jr. or Sr. Math class of choice

Any student taking a class for credit recovery must pay a fee of \$150.00 per class. Upon successful completion of the class a refund of \$75.00 will be given.

Any course that a student chooses to take that is not offered by Wynford will be the complete financial responsibility of the student.

Students will be held to an online attendance policy that will be given to the student at the time of registration of the class.

Students will be financially responsible for loss or damage of any equipment issued by Wynford and will be required to enter into a written agreement indicating such at the time of registration of an online class.

COLLEGE CREDIT PLUS

Specific students in grades 7-12 that may qualify for college credit/high school credit for courses taken at the college level must have a signed letter of intent turned into the guidance department by MARCH 31st. Interested students should contact the Guidance Counselor(s) for specifics. These courses will affect the student’s overall GPA.

ADD-ON COURSES

Advanced ADD-ON courses will be offered in some subject areas. ADD-ON classes shall include-Honors English 11 & 12, Advanced Math & Calculus, Spanish III & IV, Advanced Chemistry, Physics, and any College Credit Plus classes in English, Science, and Math. Grades earned in these courses will earn a .025 point add-on to the students GPA for each semester the course is taken.

BOOK FEES/LAB FEES/CLASS DUES

Each student at Wynford High and Junior High School may pay yearly fees for workbooks, consumable lab materials, etc. The fees, if applicable according to the grade are for class fees, communication fees, and planner fees. A flat fee has been established by the Board of Education - \$7.50 for each student grades 7-12.

Class Dues -

9th Grade - \$10

10th Grade - \$10

11th Grade - \$10

12th Grade \$10

ONLINE LEARNING THROUGH WYNFORD

Wynford High School offers online schooling during the Wynford School calendar year for students that are credit deficient, need to earn credits to attend Pioneer Career and Technology school, or based on other approved needs by high school principal. Students who are in jeopardy of failing a course mid-year may continue in that course and also do online credit recovery on their own time, if they have a percentage of 50% or above and as directed by the high principal. If the student completes the online supplement they will achieve a passing grade. Requirements to take place in Wynford's online learning includes a contract signed by parents/guardians and student. A fee will be charged for withdrawing, not completing, or failure of classes.

REVOCAION

Transfer students are required to comply with all District policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the District to remove a transfer student at any time. If a student's open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent or his/her designee.

CAFETERIA

The cafeteria is located in the southeast corner of the building. You will find the lunches served at Wynford both appetizing and nutritious.

1. Lunches will be paid for on a daily basis in the morning prior to school or online at home.
 2. Students are not permitted to charge lunches.
 3. When finished eating, you will remain in the cafeteria.
72411536. This is a closed lunch period and all students shall eat at school.
72411537. Students are required to clean off their tables and all trash should be taken to the disposal area.
72411538. Pop/soda is not allowed without prior permission from the principal or cafeteria supervisor.
9. Students are not allowed to bring in foods prepared at any fast food outlet or restaurant without prior approval of the principal.
 10. No cutting in line will be permitted.
 11. All student deposits are to be made before school or online, NOT during the designated lunch time.

HALL PASSES

Students are required to use their *STUDENT PLANNER* documenting the time as well as a signature from the teacher when using the restroom or going to a designated area during instructional/non-instructional time.

PLAYING CARDS DURING SCHOOLS HOURS

It has been established by Administration and Teachers that the practice of playing cards during school hours is prohibited especially in the following locations: media center, cafeteria and classrooms/study halls.

FIRE, TORNADO, SEVERE WEATHER, and LOCKDOWN

DRILLS

There will be nine fire drills, two tornado/severe weather drills, and at least two lockdown/evacuation drills throughout the year.

SCHOOL BUS REGULATIONS

Students should bear in mind that school buses have been provided by their parents and other taxpayers for the purpose of transporting students with all possible safety, to and from school and school related activities. Remember, it is a privilege to ride a school bus as a high school student and not a right. A few simple rules have been set down to help promote the safe arrival of both students and drivers.

1. Students are considered under the authority of the driver while on the bus.
2. Conduct which is likely to endanger the safe transportation of students is grounds for discontinuance of busing service.
3. In reference to boarding the bus in the morning: after the bus has come to a complete stop, students should look both directions for oncoming traffic and then, if you must cross the road, do so in front of the bus.
4. The emergency door is to be used only in case of emergency.
5. Students who are transported to an extra-curricular activity on a bus must return to the school on that bus unless a written excuse to the advisor/coach/chaperone from the parents is presented in advance.
6. After school each day, students who ride buses home must board quickly and orderly. The remaining students will be held until the buses clear the parking lot.
7. Students must receive a bus pass from the office to be dropped off at another student's house. Parental permission slips from both parties are required.

STUDENT AUTOMOBILES

Since the Wynford District makes busing services available to all students, the use of student automobiles is to be considered a privilege which is conditional upon the adherence to the following regulations:

- 1) All students must register their vehicles with the high school office within the first two weeks of school and purchase a parking permit to be displayed at all times.
- 2) A speed of 10 MPH has been established for all vehicles utilizing the parking lot.
- 3) Upon entering the parking lot, students are to immediately park their vehicles in parallel rows in the area south of the building designated for student parking. DO NOT park in the area marked with yellow lines.
- 4) Upon parking their vehicles, students are to immediately enter the school and are not to loiter in cars in the parking lot.
- 5) Students are not to return to the parking lot until the buses have left the lot.
- 6) Athletes with practice immediately after school may not move

their vehicles until after practice.

- 7) Students **MUST** park in their specific numbered parking spot assigned through the High School office upon application for a parking pass.

LOCKERS

You were assigned a locker number and the combination to open that locker when you first received up your schedule. The following regulations apply to the use of your locker.

- 1) Keep your locker locked during your absence. You are responsible for both the condition of your locker and its contents. Your combination opens both the upper compartment (for books), and the lower compartment (for coats).
- 2) Do not attempt to “set” your locker using pieces of paper or cardboard as this will cause the locker to jam and often results in damage to the locking mechanism and in your being tardy. Requests to have you locker set can be made in the office, however, **Wynford Local Schools is not responsible for any items stored in your locker.**
- 3) You will find all lockers numbers 100-504 located on the first floor of the building. All lockers above 504 are located on the second floor.
- 4) If you should forget your combination or if your combination fails to unlock the locker, notify the office.
- 5) Your locker is the property of the Wynford Board of Education and is therefore, subject to search at any time.
- 6) Nothing is to be left in lockers over the summer vacation.
- 7) Any damage/vandalism that occurs to your locker becomes your financial responsibility for items lost, damaged or stolen from lockers.

STUDENT DRESS CODE

Wynford Local School District views the dress code as a serious issue and expects parents and staff to promote the observance of this policy. In general school dress should be such that it ensures the health, welfare, safety of the members of the student body, and enhances a positive image of our students and school. **Any form of dress or grooming perceived by the administration that attracts undue attention, or violates the**

previous statement is unacceptable.

- 1) When a student is participating in a school activity, his/her dress will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students.
- 2) Students are not permitted to wear any hats, bandanas, hoodies or hair coverings to school during school hours. Exceptions may be made by the Principal. (i.e. hat day)
- 3) The attire shall not display any advertising, designs, patches, etc. referring to sex, alcohol, tobacco, drugs or any organization or group promoting illegal activities. The final decision on what constitutes reasonable, appropriate, or illegal shall rest with the administration of Wynford High School.
- 4) Clothing with potentially offensive illustrations is not acceptable. The administration reserves the right to determine what is potentially offensive and what is not.
- 5) Students are not permitted to wear any clothing that does not cover the shoulder or the body below a line from armpit to armpit and to mid thigh. Midriffs must be covered while standing.
- 6) All mesh clothing must have solid clothing under the mesh garment.
- 7) No ripped or torn pants are permitted. Torn or ripped jeans need to be covered with a patch or garment underneath the tear.
- 8) Coats may not be worn during classes in the classroom unless the conditions are such that coats are needed as deemed appropriate by the classroom teacher.
- 9) Students are not permitted to carry backpacks or large bags unless prior approval by the Principal.
- 10) No compression, yoga, leggings, running, or stirrup pants are permitted unless they are covered by another garment that covers at least to fingers tip in length.
- 11) Shorts must be at least finger tip in length or mid thigh at the shortest part of the garment.

Violations of the Dress Code policy will result in the following:

1st offense - warning, issued clothing to cover the violation, sent home to change clothing – this offense will not result in Blue/Gray/White team elimination.

2nd offense - change of clothing and after school detention.

3rd offense - in school suspension and change of clothing

4th offense - may be immediately assigned out of school suspension and/or expulsion

WYNFORD HIGH SCHOOL ATTENDANCE POLICY

A primary obligation of the school is to have regular attendance by the students of their assigned classes. Wynford follows the guidelines set by the state of OHIO by HB 410.

WARNING LETTER-School to send a warning letter to parents after 12 unexcused hours.

TRUANCY OFFICER- Will make first attempt to locate and deliver Truancy Warning Letter

ABSENCE INTERVENTION PLAN-To be scheduled for any student and parent does not comply and has continued to record unexcused hours. The Truancy Officer will drop off a notice to meet with the school officials and Truancy Officer.

OFFICIAL COMPLAINTS-To be filed against any student (even if currently on probation) and their parents (if applicable) when the child's unexcused absences qualify him/her as "habitual truant" (30 consecutive unexcused hours or 42 unexcused hours in a month or 72 unexcused hours in a school year).

To file truancy charges:

- a. Truancy Officer completes the Complaint and returns it to Juvenile Court along with attendance record. The Complaint needs to be signed and notarized first. If filing on the parent in addition to the child, then the court needs 2 complaints with original signature and notary on each complaint. Truancy Officer will schedule informal court conference if appropriate.
- b. Truancy Officer will review for approval depending on the informal court conference results and give to the assignment clerk.
- c. The clerk will assign the case number and court date.

The clerk will mail the notice to the school. The child and/or parent will be notified by personal service.

I. Excused Absences may include the following:

Personal illness

Severe illness in the immediate family

Death of a family member

- Religious observance
- Vacation with immediate family
- In-school suspension
- College visitation
- Senior Seminar days (2 days or 13 hours total in the senior year only)
- Hunting
- Wyandot County Fair

Other legitimate reasons which have received prior approval of the Attendance Officer (doctor, dentist, blue slip, etc.). All other absences are considered unexcused. **NOTE:** A student may make up work missed during an excused absence. However, an unexcused absence results in a “zero” for the day and the student is encouraged to make up missed work.

II. Definition of terms:

- A. **Personal Illness**—Parents (or guardians) should notify Wynford High school Attendance Office at 419-562-7828 Ext. 234 or (562-7828 Ext. 200) Junior High (562-7828 Ext. 266) at any time prior to 7:30 am if their child will be absent or tardy from school due to personal illness. A note will be required to be presented to the building secretary upon returning to school in order to receive an Excused Absence slip to show teachers. After the maximum number of hours of absence has been reached, only a doctor’s excuse will be honored as an excused absence for personal illness. If the student does not bring a parental or doctor’s note, the absence becomes unexcused after 48 hours has passed.
- B. **Work in Home**—In all such cases, the parents must attempt to notify the Attendance Officer prior to the Work Day. The Work Day is not to be used for tasks such as baby-sitting, shopping, cleaning at home, preparation of special occasions, etc. No excuse for work will be issued if the student has a poor scholastic standing or a poor attendance record. No student will be excused from school under the purpose of looking for a job. The only exception to this rule will be when a student has been notified by a company of a specific job interview/testing that must be attended at a specific time. These absences will count toward the allowed maximum.
- C. **Vacation with immediate family**—While the school recognize that some industries and seasonal occupations grant vacations only

during the non-summer months, we do feel that vacations should not be conducted during the school year that would involve missing school time. Students who miss school due to family vacations will be granted a maximum of 32.5 hours of excused absence, provided that:

- 1) Prior notification in writing is given to attendance officer.
 - 2) All teachers are contacted concerning missing work prior to the absence (blue slip).
 - 3) Maximum amount of absences has not been reached.
 - 4) School work should be asked for by the student, completed during the vacation, and turned into the staff by the student upon return from the vacation within a 24 hour time frame.
- D. **In-School Suspension**—If a student is placed on In-School suspension, he/she has a right to make up for credit any work missed during the suspension. Teachers will be expected to assign work to students serving In-School suspension.
- E. **College Visitation**—Seniors are given three college days or 19.5 hours for the purpose of talking with admissions officers and touring campus's. A form must be filled out and signed before the college day is granted (blue slip). Permission must also be obtained from the Guidance Counselor. Juniors are permitted two college visitation days. These days/hours are not counted against attendance for Blue/Gray/White teams if covered through the guidance office.
- F. **Hunting**—A student may be excused for one day or 6.5 hours of hunting in a school year provided a valid license and a parental excuse is presented to the Attendance Officer prior to the absence. This absence must require building principal approval **BEFORE** the date in question.
- G. **Blue Slips**—When a student knows in advance that he/she will be absent from school, he/she should notify the Attendance Officer and pick up a blue slip to be signed by parent or guardian, teachers, and the Attendance Officer. Blue slips must be turned in three days prior to the absence. If proper procedures are not followed or signatures not obtained, the absence(s) may be unexcused. Blue

slips will be obtained for the following:

1. College visitations
2. Hunting
3. Vacations
4. Others arranged through Attendance, guidance, or the principal's office

III. Unexcused absences:

Any absence not defined as excused is unexcused. A student is encouraged to make up any school work missed during an unexcused absence and receives a "zero" for the day(s) involved. Some examples of unexcused absences include (but are not limited to) the following: car trouble, oversleeping, missing the bus, shopping, beauty shop appointments, babysitting, out-of-school suspensions, truancy and senior pictures. Truancy is defined as a student deliberately not attending school (or specific classes) because of an unexcused reason. Four tardies to school will result in 1 (one) unexcused absence from school or 6.5 hours.

IV. Attendance limitations:

A limitation is placed on the number of absences from the school and individual classes based upon HB 410.

In accordance with Ohio Department of Education and HB 410 the limitations are as follows:

Habitual Truant (without legitimate excuse)

30 or more consecutive hours

42 or more hours in one month (4 weeks)

72 or more hours in a school year

Excessive Truant (without legitimate excuse)

38 or more hours in one month (4 weeks)

65 or more in one year

Ohio revised code 3321.01 states: Any child under the age of eighteen years of age and at least six years of age is of compulsory age. A child under six years of age who has enrolled in kindergarten shall be also considered "of compulsory age" for the purpose of section 3321.01 to 3321.13 of Ohio Revised Code.

V. Loss of Driver's License or Driver's Permit

A student at Wynford High School is subject to suspension of his/her driver's license or permit by the state Bureau of Motor Vehicles for

any of the following reasons:

- 1)30 hours or more consecutive hours
- 2)42 or more hours in one month
- 3)72 or more hours in a school year
- 4)Suspension or expulsion related to drug/alcohol use or possession

The notification to the Ohio Bureau of Motor Vehicles is required by law when any of the above conditions exist. The suspension of license shall be for 90 calendar days, unless the student becomes 18 years of age or graduates from school. During the period of suspension, no unexcused absences will be permitted or the license suspension may be extended.

VI. Attendance Procedures:

- A. Parents/guardians should notify Wynford High School at 562-7828 Ext. 200 for grades 10-12 students or the Junior High office at Ext. 266 for grades 7-9 students by 7:30 am if their child will be absent from school that day. Parents may call at any time and leave a message on the voicemail.
 - 1) If no call is received and a student is absent, contact may be initiated by the school. Parents will be contacted via telephone at home or work (as per Emergency Medical Card).
 - 2) If no phone contact is achieved, parents will be notified by U.S. Mail via written notification.
 - 3) In cases where students do not have telephones, notification will be achieved through the U.S. Mail.
 - 4) The law does not set any timeline for notification in the event of student absence. School officials are advised that a “reasonable attempt” must be made in regards to parent/guardian notification.
- B. Upon returning to school following an absence, the student should report to their respective office immediately for an admittance slip. At this time the absence will be determined as excused or unexcused. Parents should send a signed note if prior notification has not been made. Students will show the admittance slip to each of their teachers during the day. Notes

from doctors and/or parents will not be accepted upon the student's return after 48 hours.

- C. A student having been absent from school for more than two class periods but not more than six class periods will be credited with one-half day absence (excused or unexcused). A student having been absent from school for more than six class periods will be credited with one day of absence (excused or unexcused).
- D. A student may not miss more than 3.25 hours (unless on a school-sponsored activity, medical absence excused by the principal, or prearranged absence with the building principal in order to participate in an extra-curricular activity, practice or contest that particular day or evening).
- E. All attendance records will be kept and maintained by each office. All teachers will keep accurate daily attendance records for their assigned classes. When a student reaches the limits, the teacher should inform the secretaries in order to verify the student's record.

VII. Appointments during the school day:

Students must not leave the building during the school day without first reporting to the respective office and obtaining permission. The student then signs out in the office and signs in upon returning. Students leaving the building without signing out will be treated as truant. Every effort should be made to limit the time away from the building and anyone gone for more than two (2) class periods will be credited with an appropriate amount of absence in hours

VIII. Tardiness:

If a student comes late to school, he/she will report to their respective office immediately to receive an admittance slip to class. Tardiness to school will be excused or unexcused depending on the reason. Once a student has been tardy to school for four times, the student will be counted as unexcused absent for one (1) entire day. After three unexcused absences for any one grading period the student **MAY FAIL** the class in question for the grading period. Any further violations of this nature may result in disciplinary action by the administration.

PUBLIC DISPLAY OF AFFECTION

Any public display of affection is prohibited at school, school events, or on school property. The final decision on what constitutes an unacceptable public display of affection shall rest with the building principal or his designee.

DANCE REGULATIONS

From time to time, throughout the school year, various school organizations sponsor dances at the high school. These dances are generally advertised well in advance and the amount and method of payment are usually determined by the sponsoring organization. The following rules apply:

1. Sponsoring organizations must obtain clearance for their event with the principal several weeks in advance of the proposed date. A school dance checklist is to be obtained from the office.
2. A minimum of two Wynford teacher/employees must be present at the dance. Sponsoring organizations are responsible for making arrangements with teachers.
3. Unless otherwise notified, Wynford dances are open only to Wynford High School students and their guests.
4. All guests must be of high school age through 20 years of age for a high school dance or at the discretion of the building principal.
5. Non-Wynford guests must be approved by the Principal.
6. Once a student has entered the building, he will be expected to stay in the area designated for the dance and he or she will only be permitted to leave the building to go home.
7. Faculty chaperones have the authority to evict anyone who is causing a disturbance or is otherwise in violation of dance or general school regulations.
8. Dance must terminate no later than 11:00 p.m. unless prior arrangements for a later time have been made with the principal.

9. All school rules apply at these dances.
10. The Junior/Senior Prom is a formal dance. Formal attire is required.

PERSONAL STEREO/CD PLAYERS/I-PODS/MP3 PLAYERS

There will be no personal stereos of any kind, I-pods, headphones, earbuds, or other electronic equipment allowed in the building during the school day without the permission of the principal.

CELL PHONES

Any use of a cell phone by students is not permitted at Wynford High/Junior High School during normal school hours (7:30-2:27) **unless: authorized** by a teacher for educational purposes. This also means no ear buds, headphones, or ear pieces of any kind are permitted unless permission granted by the specific class's teacher. Permitted use of cell phone before and after school using school wi-fi as well as during assigned lunch. Failure to follow this directive will result in confiscation of the phone by the administration. Confiscated phones will be turned into the appropriate office and parents are responsible to pick up the phones and may result in denial of Blue/Gray/White team privileges. **Students are required to use school wi-fi during school hours.**

FIELD TRIPS

All students may participate in educational field trips throughout the school year. Parents/Guardians will be notified of the field trip in advance. It is the Parent/Guardian responsibility to notify the appropriate school personnel if they do not wish to have their son/daughter participate. Students will not participate in field trips if they are doing failing work in any of their courses. Copies of student participants will be distributed to the faculty by the attendance office. All field trips must be educationally meaningful and directly related to the classroom. All classroom assignments must be arranged with teachers prior to departure. No student will be permitted to attend a field trip if he/she has exceeded the allowable number of absences for a semester or the year unless approval is granted by the principal.

STUDENT FUND RAISERS

All fund-raisers must be approved by the principal and included on the fundraiser calendar if possible. No outside groups or individuals are allowed to conduct fundraisers within the school or at school events.

STAND UP AGAINST BULLYING

It is recommended to EXECUTE the following procedures when reporting BULLYING: STAND UP USING THE 3 STEP PROCESS

STEP #1 - Tell the student(s) to STOP

STEP #2 - If the perpetrator(s) continues with ACTS of Bullying then inform IMMEDIATE SCHOOL PERSONNEL for documentation

STEP #3 - If the perpetrator(s) continues with ACTS of Bullying then inform SCHOOL ADMINISTRATION

(Students can anonymously report Bullying by using the district website).

HARASSMENT, INTIMIDATION, OR BULLYING

1. Statement of Purpose
 - 1.1 The Wynford Local School District prohibits acts of harassment, intimidation or bullying. The district has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to education its students in a safe environment.
 - 1.2 Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, or school property, on school buses or vehicles, at school-sponsored events, or in cyber-space.
2. Definition of Terms
 - 2.1 The Wynford Local School District establishes that "harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act or

gesture that a student has exhibited toward another particular student more than one and the behavior both:

- 2.1.1 causes mental or physical harm to the other student;
 - 2.1.2 is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- 2.2 “Harassment, intimidation, or bullying: also means electronically committed acts (i.e., acts conducted using electronic or wireless communication devices) that a student has exhibited toward another particular student more than once and the behavior both:
- 2.2.1 causes mental or physical harm to the other student;
 - 2.2.2 is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- 2.3 “Harassment, intimidation, or bullying:” also means any intentional written, verbal, graphic, or physical act or gesture that a student has exhibited toward another particular student more than once, and based on any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that both:
- 2.3.1 causes mental or physical harm to the other student;
 - 2.3.2 is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- 2.4 A “school-sponsored activity” means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Ohio Board of Education.
- 2.5 “Harassment or bullying” shall not mean any action that would constitute protected free expression under the

First Amendment to the Constitution of the United States.

3. Dissemination of Policy

3.1.1 The district shall annually disseminate the policy to staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions on school buses or school-related vehicles, or in cyber space. The policy shall appear in student handbooks and in all publications that set forth the school district's comprehensive rules, procedures, and standards of conduct for schools and students in the district.

3.1.2 To ensure staff are prepared to prevent and effectively intervene with incidents of harassment, intimidation, or bullying, the district shall incorporate information about the policy into employee training manuals and programs.

4. Complaints

4.1 Written and Oral Complaints.

4.1.1 The district requires the principal or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. Students, parents or guardians may file written complaints of suspected harassment, intimidation or bullying with any school staff member or administrator. A teacher or other school staff member who receives a written complaint shall promptly forward it (no later than the next school day) to the building principal or his/her designee for review and action.

4.1.2 Oral complaints shall also be considered official complaints. Students, parents or guardians, and school personnel may make oral complaints of conduct that they consider to be harassment, intimidation or bullying by verbally reporting to a teacher, school administrator, or other school personnel. A teacher or other school staff member who receives an oral complaint shall promptly document the complaint in writing, and shall

promptly forward it (no later than the next school day) to the building principal for review and action.

- 4.1.3 Both written and oral complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness.

4.2 Anonymous Complaints

- 4.2.1 Students who make oral complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

5. School Personnel Responsibilities and Individual Intervention Strategies

5.1 Teachers and Other School Staff

- 5.1.1 Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed by filing a written incident report concerning the events witnessed.
- 5.1.2 School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation or bullying.”

5.2 Administrator Responsibilities

5.2.1 Investigation

5.2.1.1 The district requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include: findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation of intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

5.2.2 Responding to Incidents: Disciplinary and Non-Disciplinary Interventions

5.2.2.1 Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

5.2.2.2 The Wynford Local School District recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.

5.2.2.3 In determining appropriate interventions for each individual who commits an act of harassment, intimidation, or bullying, the building principal shall

give the following factors full consideration:

- The degree of harm caused by the incident(s);
- The surrounding circumstances;
- The nature and severity of the behavior;
- The relationship between the parties involved; and
- Past incidences or continuing patterns of behavior.

5.2.2.3.1 Disciplinary Interventions

5.2.2.3.1.1 When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis of disciplinary actions.

5.2.2.3.2.2 In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

5.2.2.3.2.3 Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

5.2.2.3.2 When verified acts of harassment, intimidation, or bullying are identified and/or when such verified acts do not reasonably require a disciplinary response, non-disciplinary interventions may be employed to deal with the identified situation.

6. Intervention Strategies for Classroom, School Building, or District

6.1 The Wynford Local School District recognizes that

overall school climate and school culture might overtly or inadvertently support prohibited behaviors. Accordingly, when the district responds to an individual who has committed a verified act of harassment, intimidation, or bullying, the district should consider whether taking action beyond the individual would prevent potential problems. Additionally, the Wynford Local School District will attempt to actively involve parents, school employees, school volunteers, students and community members in the remediation of prohibited behaviors.

7. Intervention Strategies to Protect Victims

7.1 When responding to verified acts of harassment, intimidation, or bullying, the district shall consider potential strategies to protect victims from additional harassment, intimidation, or bullying, and from retaliation following a report.

8. Reporting Obligations

8.1 Reports to the parent or Guardian of the Perpetrator

8.1.1 If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

8.2 Reports to the victim and his/her parent or guardian

8.2.1 If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation or bullying.

1.3 List of verified acts of harassment, intimidation or bullying

8.3.1 The Wynford Local School District administrators shall semiannually provide the president of the district board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

9. Police and Child Protective Services

9.1 Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The Wynford Local School District must also investigate for the purpose of determining whether there has been a violation of the Wynford Local School District Policy or procedure, even if law enforcement or CPS is also investigating. All the Wynford Local School District personnel must cooperate with investigations by outside agencies.

9.2 In addition to, or instead of, filing a bullying/harassment/intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.

10. Training

10.1 Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information

about other district and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.

- 10.2 Information regarding the policy on harassment/intimidation/bullying behavior shall be incorporated into employee training materials and volunteers with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any state or district mandated continuing education requirements.

[Adoption date: March 17, 2008]

[Re-Adoption date: January 11, 2012]

Legal Refs.: O.R.C. 3313.666 Family Educational Rights and Privacy Act of 1974

High School/Jr. High Bell Schedule

7:20	Students enter hallways
7:30 – 8:15	1 st Period
8:18 – 9:02	2 nd Period
9:05 – 9:49	3 rd Period
9:52 – 10:36	4 th Period
10:39 – 12:06	5 th Period
10:36 – 11:06.....	A Lunch
11:06 – 11:36.....	B Lunch
11:36 – 12:06.....	C Lunch
12:09 – 12:53	6 th Period
12:56 – 1:40	7 th Period
1:43 – 2:27	8 th Period

High School/Jr. High Activity Schedule

7:20	Students enter hallways
7:30 – 8:00	Activity Period
8:00 – 8:41	1 st Period
8:44 – 9:23	2 nd Period
9:26 – 10:05	3 rd Period
10:08 – 10:47	4 th Period
10:47– 12:17	5 th Period

10:47 – 11:17.....	A Lunch
11:17 – 11:47.....	B Lunch
11:47 – 12:17.....	C Lunch
12:20 – 12:59	6 th Period
1:02 – 1:41	7 th Period
1:44 – 2:27	8 th Period

High School/Jr. High Two Hour Delay Schedule

9:20	Students enter hallways
9:30 – 10:00	1 st Period
10:03 – 10:29	2 nd Period
10:32 – 10:58	3 rd Period
11:01– 12:14	5 th Period
10:58 – 11:28.....	A Lunch
11:28– 11:58.....	B Lunch
11:58–12:28.....	C Lunch
12:31 – 12:57	4 th Period
1:00– 1:26	6 th Period
1:29 – 1:55	7 th Period
1:58 – 2:27	8 th Period

High School/Jr. High 1 Hour Delay Bell Schedule

8:20	Students enter hallways
8:30 – 9:07	1 st Period
9:10 – 9:45	2 nd Period
9:48 – 10:23	3 rd Period
10:23– 11:53	5 th Period
10:23 – 10:53.....	A Lunch
10:53 – 11:23.....	B Lunch
11:23 - 11:53.....	C Lunch
11:56 – 12:31	4 th Period
12:34 – 1:09	6 th Period
1:12 – 1:47	7 th Period
1:50 – 2:27	8 th Period

High School/Jr. High 1 Hour Early Release Bell Schedule

7:20	Students enter hallways
7:30 – 8:07	1 st Period
8:10 – 8:45	2 nd Period
8:48 – 9:23	3 rd Period
9:26 – 10:01	4 th Period
10:04 – 10:39	6 th Period
10:42 – 12:09	5 th Period
10:39 – 11:09.....	A Lunch
11:09 – 11:39.....	B Lunch
11:39 - 12:09.....	C Lunch
12:12 – 12:47	7 th Period
12:50 – 1:27	8 th Period